

## **BUSINESS ASSISTANCE AND HOUSING SERVICES MANAGER**

### **DEFINITION:**

Under the direction of the Director of Business Assistance and Housing Services (BAHS), performs higher level and responsible professional work in the formulation, coordination, and implementation of various financial, rehabilitation, redevelopment, housing and business assistance programs and supervises other staff as directed by the Director.

### **CLASS CHARACTERISTICS:**

This is a management level classification in BAHS.

This position requires skilled professional and technical work of a highly responsible nature; demonstrated project management skills; the ability to communicate and interact with other departments, Agency members, and the public; the application of knowledge and skills gained through specialized training and experience; the exercise of considerable initiation and discretion; and the use of seasoned judgment.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Plan, organize, and assist in the major functions of the Redevelopment Agency including Plan Amendments/Adoptions and Implementation Plans.
2. Develop the annual Redevelopment Agency budget and monitor major departmental expenses.
3. Assume department head responsibilities in the absence of the Director.
4. Manage specific redevelopment projects including feasibility analyses, pro forma evaluations, land acquisition and disposition, and project development.
5. Assist in developing department-wide goals, policies, procedures, and plans such as business attraction and retention strategies.
6. Prepare special studies, RFPs, and reports related to economic development, housing, and redevelopment.
7. Negotiate, prepare, and administer contracts.
8. Prepare or supervise, as directed, the preparation of staff reports, resolutions, and

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### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):**

- other plans/studies used by the City Council/Redevelopment Agency.
9. Meet with, advise, and negotiate with developers/businesses regarding complex redevelopment, economic development, and housing issues.
  10. Responsible for property management functions for the Agency's real property and leases.
  11. Act as the facilitator, coordinator, and/or project manager for redevelopment, housing, economic development projects and programs as required.
  12. Act as the lead analyst for projects as assigned.
  13. Provide technical and administrative assistance on a variety of redevelopment, economic development, and housing programs and projects.
  14. Make presentations to and attend meetings of the Redevelopment Agency Board, City Council, City Commissions, businesses, and general public as needed.
  15. Administer the facade loan program.
  16. Supervise staff as directed.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Perform related work as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Principles and methods and of applying economic development theory, including techniques to promote and stimulate economic activity.
2. Commercial and small business finance.
3. Redevelopment laws and procedures, including Housing laws and regulations.
4. Real estate procedures and documents.

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5. Pro forma analysis and economic evaluation.
6. Research methods and personal computer applications.
7. Budget preparation and control.
8. Project management techniques.

#### **Skill in:**

1. Negotiating complex redevelopment agreements and financial and business assistance packages.
2. Interfacing with business clients, developers, government officials, community leaders and others.
3. Exercising resourcefulness in meeting and resolving problems.
4. Communicating City/Agency policies to developers, businesses, and the general public.

#### **Ability to:**

1. Develop and maintain effective working relationships with those contacted in the course of the work.
2. Use initiative and sound independent judgment in the course of undertaking assigned responsibilities.
3. Prepare and present comprehensive technical reports and proposals.
4. Organize work, set priorities, meet critical deadlines and complete assignments with minimal supervision.
5. Plan, organize, coordinate, and supervise work of professional consultants and Agency/City staff as directed.
6. Coordinate and manage effectively all aspects of a complex multi-functional redevelopment activity.

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### **JOB REQUIREMENTS:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Graduation from a four year college with major course work in business administration, public administration, economics or urban planning.
3. Four years of responsible experience in economic development, redevelopment, housing, or directly related field. A Masters degree may be substituted for up to 2 years experience.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED:**

1. Reports, forms, pencils and pens
2. Computer monitor, keyboard and printer
3. Telephone
4. Copy machines

### **MACHINES/TOOLS/EQUIPMENT UTILIZED (Continued):**

5. Automobile
6. Fax machines
7. Calculator
8. Camera
9. Presentation materials

### **PHYSICAL DEMANDS:**

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Driving
6. Speed in meeting deadlines
7. Manual dexterity
8. Lifting up to 10 lbs.

### **ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:**

#### **Office Conditions:**

1. Indoors: normal office conditions, 65% of the time

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- Travel: varying conditions, 35% of the time
- 2. Noise level: conducive to office setting
- 3. Lighting: conducive to office setting
- 4. Flooring: low level carpeting
- 5. Ventilation: provided by central air conditioning
- 6. Dust: normal, indoor levels

### **Field Conditions:**

- 1. Outdoors: varying weather conditions
- 2. Noise level: varying city street levels
- 3. Hazards: touring properties that are undeveloped, in various states of development, including properties where construction is in progress